

1 October 1973

MEMORANDUM FOR: Directorate RMO's

SUBJECT : 1973 Records Management Conference

1. I want to take this opportunity to thank you for your help in preparing for the 1973 Records Management Conference.

2. You can help further by encouraging and organizing car pools for the conferees from your Directorate. This is particularly important this year, not only to hold down expenses, but because of the gasoline shortage and the limited parking space at the conference site.



Chief
Records Administration Branch

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